

**Job Advert – Fundraising & Events Assistant**

**Job Title:** Fundraising & Events Assistant

**Grade:** NJC SCP 14, currently £26,719 per annum inclusive of Inner London Weighting (pro rata). Based on 21 hrs is £16,031.40 pa (Inc ILW)

**Hours:** 21 hours per week (some out of hours and evening work may be required depending on demands for the service, hybrid working available)

**Contract:** Until March 2023 pending further funding

**Accountable to:** Operations Director

**Supervised by:** Fundraising and Events Co-Ordinator

**Location:** Based at Mind in Tower Hamlets and Newham although there may be requirements to travel across London and East London.

**About Us**

We are a local Mind Organisation, operating across Tower Hamlets, Newham, Redbridge and Havering. With 1 in 4 people experiencing mental health problems at some point in their lifetime, we have a vision of a society where people with mental health and emotional needs are accepted and included without fear of stigma and discrimination. We work towards a society where our clients’ needs, and ambitions are supported and where people with mental health and emotional needs are free from stigma and discrimination. We believe that everyone has the right to access comprehensive services which enables them to reach their full potential and to work towards their recovery.

We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. We value diversity as a strength and our staff teams are from a variety of backgrounds which helps us to deliver services which are culturally aware and responsive to the needs of the diverse communities we serve. Over the last 18 months we have explored racism and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective towards becoming an anti-racist organisation (ARO).

We are looking to recruit an experienced, creative, and passionate person who will be responsible for supporting the development of Fundraising and Events activities– including online events, campaigns and face-to-face events. You will have experience of working within a fundraising team, developing events and engaging with local communities to build support for our organisation.

**The Fundraising & Events Assistant will be responsible for:**

* Identifying and planning four large scale events (one per quarter)
* Explore events and activities where we can raise our profile, gain community support and raise undesignated income to support the charity
* Ensure that our website and social media promote our work, our successes and opportunities
* Build strong relationships with venues, local celebrities and ambassadors to raise the profile of the organisation
* General fundraising administration and online promotion

**The ideal candidate will have:**

* Proven experience in fundraising or marketing, and events management.
* Experience of planning and managing successful projects or experience of working in a customer/volunteer-focused environment.
* Experience in promoting an organisation in a fundraising context
* Experience of working within agreed budgets
* Experience of developing website and delivering social media messages across a range of platforms
* The ability to be creative and generate ideas that will harness public interest
* Excellent communication skills both verbal and in writing and report writing for external and internal stakeholders
* Excellent time management skills
* Excellent people skills, building long-term relationships with potential donors or volunteers and persuasively explaining their charity’s cause
* Knowledge and experience on planning and delivering successful and engaging event which raise substantial funds
* Ability to work unsociable hours during peak campaigns

There are opportunities for training and benefits including a company pension, 30 days’ annual leave pro-rated, a comprehensive training programme, access to the Employment Assistance Programme (EAP) and Death-In-Service benefits.

This post is subject to a Right to Work Checks and Enhanced Disclosure and Barring Service Check.

Applications are strongly welcomed from all sections of the community.

**Application Deadline:** 9am, Friday 12th August 2022

**Interviews:** Friday 19th August 2022